



Central Intelligence Agency
Washington, D.C. 20505
(703) 351-7676

Charles E. Wilson
Chief, Public Affairs

24 March 1982

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NOTE TO:

SUBJECT: Security Day Planning Meeting

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1. Those involved in planning and presenting our Security Day will convene in Room 1F06 at 2:00 p.m. on Thursday, 25 March. You can expect to see:

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[] - Director of Security
Briefer on leaks and damage to national security

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[] - Counterintelligence Staff
Briefer on hostile intelligence services

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[] - Technical Services
Briefer on use of audio devices

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[] - Counterintelligence Staff
Briefer on Soviet technical devices

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[] - OTE Executive Officer
Responsible for [] arrangements

2. External Affairs people expected to participate are:

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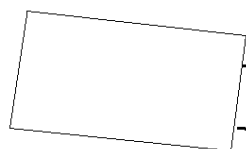
[] - Hosts and escorts
[] - PAD Project Officer



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- Advance man
- Escort and messenger
- Secretarial services

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3. I know you will find a way to impress all concerned with the importance of this event and will inspire them to make it a flawless day.



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cc: DD/OEXA

CONFIDENTIAL

11 May 1982

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MEMORANDUM FOR: Director, Office of External Affairs

FROM: Charles E. Wilson
Chief, Public Affairs Division

SUBJECT: Second Annual "Security Day" Presentation at
[] 13 May 1982

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1. Plans for our second "Security Day" are well in hand. Currently ten guests, primarily from the Defense sector, have confirmed their attendance; Messrs. Baroody and Gergen from the White House have not yet declined. The full party--guests, briefers, and escorts--will be approximately twenty-eight people.

A dress rehearsal for the presentation was held on Monday, 10 May. The briefers' special requirements have been noted and will be implemented by PAD's advance team, i.e., [] on or before 0800 13 May at []

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2. A logistical memorandum outlining our unique needs for the day has been forwarded to OTE. Confirmation of these arrangements will be made by telephone on 12 May.

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3. An updated agenda and guest list is attached for your information. Please note the addition to the schedule for D/OEXA opening remarks; a few welcoming words from you may be in order. Suggested talking points are attached. *(Would like to discuss before you leave).*

4. As we understand it, you will not be travelling to and from [] with us. We have notified [] of your transportation arrangements; they will be expecting you. Once you arrive, they will put you in contact with []

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[]
Charles E. Wilson

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Attachments:
Agenda
Guest List
Suggested Talking Points

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